

~~CONFIDENTIAL~~

5 March 1947

Per Diem

MEMORANDUM

TO: ADSO

25X1

FROM: [REDACTED]

SUBJECT: CIG Administrative Order No. [REDACTED]

25X1

In accordance with CIG instructions an Administrative Manual is in process of compilation. This Manual is intended in part to supplement Special Funds Regulations [REDACTED]. It is believed that all policies and procedures pertinent to OSO in elaboration of Regulation [REDACTED] will be in a separate section. The distribution of this section will be only within OSO in accordance with the instructions of the ADSO. The Administrative Manual itself will be in loose leaf form permitting ready revision and supplementation. Its primary purpose is to provide in one place a current guide to CIG and SO policies and procedures. In this connection CIG Administrative Order [REDACTED] and S. O. Directive [REDACTED] have been reviewed and it is believed by the undersigned that a revision of S.O. Directive [REDACTED] might be desirable at this time in the interests of simplification of administrative procedure and more equitable treatment of personnel. The complete basis of this opinion is set forth below.

25X1

25X1

25X1

CIG Administrative Order [REDACTED] Paragraph 4, authorizes the payment of per diem to personnel hired for overseas duty who are on temporary duty in Washington for training and/or processing for overseas. Per diem up to \$6.00 is authorized for the first sixty days and \$4.00 thereafter. Paragraph 2 of said order likewise calls attention to the fact that the per diem of \$6.00 is the maximum amount payable -- not the minimum, and that it is the responsibility of the officials authorized to issue travel orders and authorize per diem to see that the travel orders authorize only such per diem allowance as is justified by the circumstances surrounding the travel.

25X1

In the case of personnel employed for duty overseas but called to Washington for temporary duty prior to overseas departure no travel orders are issued and no basis has been provided for determining the amount of per diem to be paid.

Current S.O. policy appears to provide for payment of the maximum \$6.00 per day to employees of CAF-9 or below classification. Application for per diem of personnel above such classification must be approved by the ADSO. It is understood that in the latter cases the individual is required to substantiate that increased costs are incurred by reason of being in travel status.

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

-2-

It is the opinion of the writer that basic job classification is not a factor determining the amount of increased costs incurred by an individual by reason of being in temporary duty status, nor is basic salary a measure of the financial hardship that might be involved. There are numerous instances on record where personnel without dependents or permanent residence elsewhere are living in rooming houses or apartments shared with other personnel while in Washington on temporary duty. Other persons are living in the apartments or homes of personal friends. Such personnel are incurring only slight or no increased costs by reason of being on temporary duty in Washington, and yet may draw the full \$6.00 per diem.

In order to fully protect the interests of the government, insure equitable treatment to personnel, simplify administrative procedures and reduce the paper work currently required, it is suggested that either the full \$6.00 per day be authorized to all eligible personnel regardless of job classification, or that the amount of per diem for all personnel be based on the major variable factor of travel expense, namely, "Quarters."

To illustrate a variable per diem rate in accordance with the above suggestion a draft S.O. Directive is attached. Your decision and/or opinions with regard to this matter are respectfully requested.

25X1



Attachment

~~CONFIDENTIAL~~